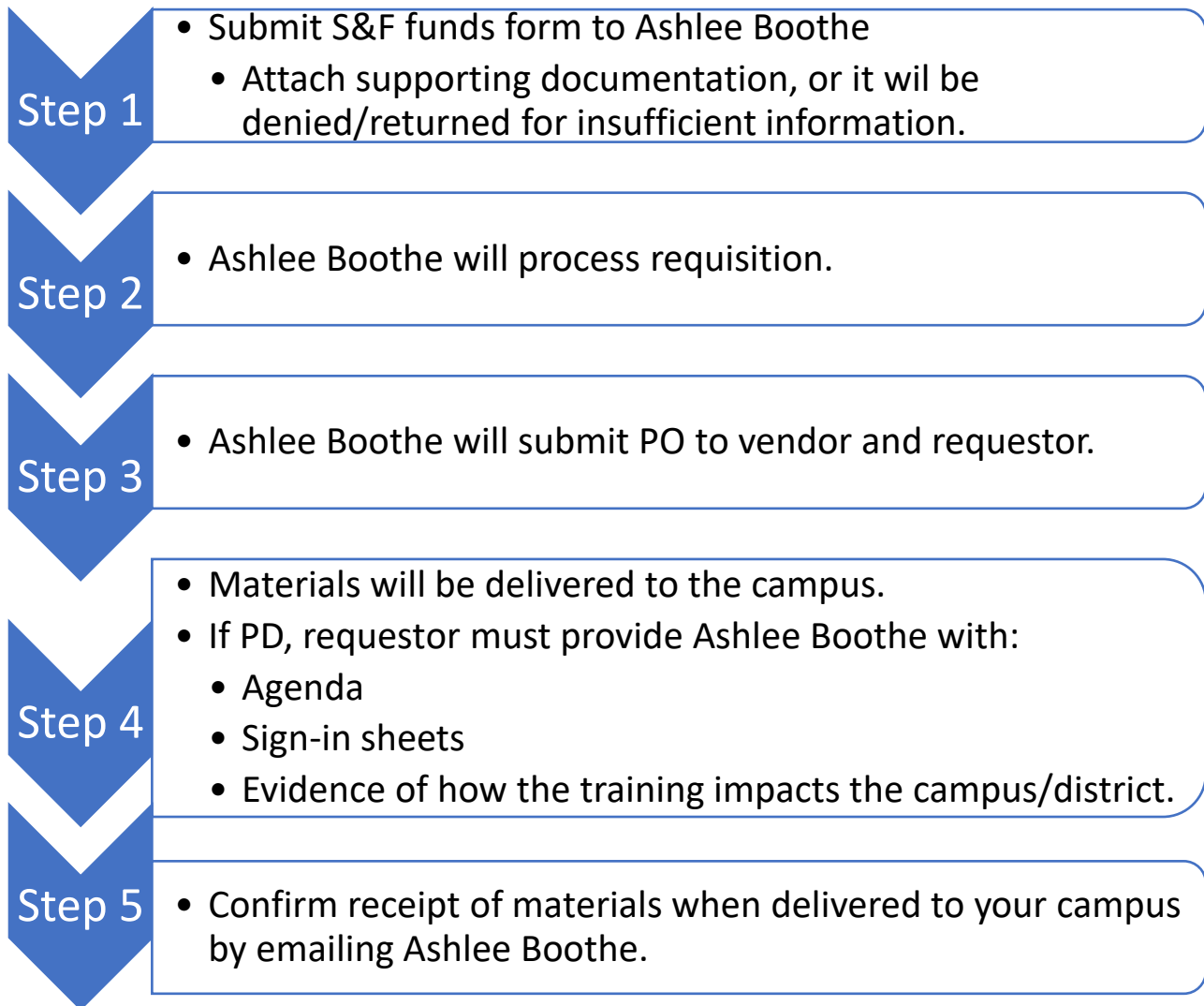


Request for State and Federal Funds Flowchart



Considerations:

1. Level 1 is completed by the requestor.
2. Level 2 is completed by the program coordinator at LSC.
3. Campuses cannot sign any vendor contracts. This must be completed by the business office.
4. If the vendor is not on the [Master Coop List](#), then email Ashlee Boothe the following information:
 - a. Vendor name
 - b. Vendor email address
 - c. Type of goods/services
 - d. Is the vendor a member of a coop? (you can answer unsure)